

# LPA Training

LADOTD

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

SMALL BUSINESS ELEMENT (SBE)

PROGRAMS

**Contract Administration**

**2015**



LOUISIANA DEPARTMENT OF  
TRANSPORTATION & DEVELOPMENT

# From the Beginning

- *Purpose of this section:* To help the Local Public Agency Project Engineer (LPA P.E.) and the Responsible Charge understand the tasks required to report DBE/SBE information, sub contracting requirements and payroll requirements necessary to allow the LPA to receive timely payment for their invoices
- Code of Federal Regulation **49CFR26**

# From the Beginning

- What is a DBE/SBE project goal?
- How is a project goal set?
- Where is it found?



# Beginning Stage

- Lowest bidder selected
- 7 calendar days to complete and email the approved, signed CS-6AAA to the DOTD Compliance Section
  - DBE Commitment Documentation

# Operational Stage

- BEFORE work begins:
  - All subcontractors require the OMF-1A and 2A Forms, including DBE/SBE Truckers and Suppliers
  - All electrical/mechanical/plumbing work over \$10k and all other construction work over \$50k requires a LA Contractor's license

# Operational Stage

- Sublet Limit:
  - Prime Contractors must complete 50% of the contract amount (unless otherwise stated)
  - Specialty items performed by subcontractors do not count towards the 50% limit
  - Suppliers and truckers do not count towards the 50% limit

# Tracking Stage

- DBE/SBE replacement/removal:
  - DBE/SBE must be Unwilling or unable
  - Good Faith Efforts must be done to replace with another DBE/SBE either for the same work or different
  - MUST have prior approval by the DOTD Compliance Office beforehand
  - The form can be found at  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Administration/Compliance/DBE%20Documents/DBE%20Good%20Faith%20Effort%20Documentation%20Form.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/Compliance/DBE%20Documents/DBE%20Good%20Faith%20Effort%20Documentation%20Form.pdf)

# Tracking Stage

- **DURING work:**
  - DBE/SBE payments are tracked
    - Prime Contactor enters DBE payments in AASHTOWARE
      - Must be done for each estimate whether DBE work was performed or not
    - LPA Project Engineer must go into the AASHTOWARE program and check off on each Estimate Payment
  - State law requires prime contractors to pay their subcontractor no later than 14 days after they receive payment from DOTD for satisfactory performance.

# Tracking Stage

- Commercially Useful Function (CUF)
  - Every Federal Job with a DBE performing work is required to have a CUF review (Goal and Non-Goal)
  - LPA P.E. should perform
    - DOTD Compliance Contract Employee is available for any problems/questions you have that may arise

# Closing Stage

- AFTER work ends:
  - CP-2A Form is the final DBE/SBE payment.
  - Is DBE/SBE goal achieved?
- CP-2A Form:
  - [http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Administration/Compliance/Pages/DBE\\_Admin\\_Unit.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/Compliance/Pages/DBE_Admin_Unit.aspx)

# Other Important Issues

- Retainage cannot be held on any DBE/SBE Federal Aid Project.
- The prime contractor cannot lease equipment to the DBE/SBE subcontractor on their project without prior approval by Compliance.
- Issuing Joint checks for material supplying is common but **MUST** have prior approval from Compliance.

# Payroll

- Payrolls are required on Federal Aid projects, unless otherwise noted. Certified payrolls and a Statement of Compliance are required on FA projects that have a Wage Determination.
- Failure to submit payrolls to the Department's P.E. to be uploaded into Content Manager, will result in the partial estimates being held.

# 1391 Process

- In May the annual “Notice to Contractors” Form and instructions for on-line submittal of the Contractor’s Annual EEO Report or 1391 Form is sent to the LPA P.E. to disseminate to all Contractors.
- A copy of the completed “Notice to Contractors” Form must be emailed to [Juanita.Linton@la.gov](mailto:Juanita.Linton@la.gov) . The instructions for on-line submittal of the 1391 Form is to be disseminated to all Contractors and require that they provide it to their sub contractors.
- Every Contractor (prime or sub) that works on a project during in the last two weeks of July must submit a 1391 form on-line. Instructions for submitting a 1391 form on-line is available at: <http://www.dotd.la.gov/administration/compliance/ContractComplianceUnit.aspx>

# OJT Program

- Contract - Supplemental Specifications OJT Training
- Contractor's Forms to be completed:
  - **Contractor's Trainee Enrollment & Interview Form**
    - [http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Administratio n/Compliance/OJT%20Documents/Contractor%20OJT%20Enrollme nt%20Form.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administratio n/Compliance/OJT%20Documents/Contractor%20OJT%20Enrollme nt%20Form.pdf)
  - **Contractor's OJT Weekly Reporting Form**
    - [http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Administratio n/Compliance/OJT%20Documents/Contractor%20Weekly%20OJT %20Report.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administratio n/Compliance/OJT%20Documents/Contractor%20Weekly%20OJT %20Report.pdf)



# Labor Compliance Reviews

- EDSM No. 111.1.1.9
- Project Site Standard Interview Form
  - [http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Administration/Compliance/Labor%20Compliance/LABOR%20COMPLIANCE%20PROJECT%20SITE%20INTERVIEW.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/Compliance/Labor%20Compliance/LABOR%20COMPLIANCE%20PROJECT%20SITE%20INTERVIEW.pdf)



# QUESTIONS?

## LADOTD COMPLIANCE SECTION

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**<http://www.dotd.la.gov/administration/compliance/>**